

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3288

TITLE: FISCAL ADMINISTRATOR

GRADE: S-29

DEFINITION:

Under general supervision, serves as the agency financial manager, with responsibility for the development and oversight of agency-wide budget (in excess of \$75 million) and fiscal management; supervises a professional staff responsible for carrying out fiscal responsibilities; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Not applicable.

ILLUSTRATIVE DUTIES:

Prepares or oversees the preparation of large, complex agency budget;
Works with agency staff to develop budget requests;
Serves as the agency's principal contact for fiscal matters;
Oversees development and implementation of fiscal management and accounting procedures;
Oversees preparation of the agency's financial management reports;
Directs all purchasing, accounting, and budgeting activities;
Works with management to identify opportunities to reallocate financial resources to respond to the agency's changing service requirements;
Ensures compliance with all applicable Federal, State, and County regulations and procedures;
Develops budget presentations to senior management, Boards, and committees;
Coordinates and oversees audit process;
Prepares grant proposals and reports.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of the principles, methods, and practices of governmental budgeting and financial management;
Thorough knowledge of the principles and methods of financial analysis;
Thorough knowledge of intergovernmental financial management, grant management, and contract management practices and procedures;
Thorough knowledge of the County policies and procedures governing budgeting, accounting and purchasing;
Ability to analyze and interpret fiscal and accounting data and reach sound conclusions;
Ability to conduct financial studies and prepare complex financial reports;
Ability to plan and carry out activities necessary to ensure effective and efficient utilization of resources;
Ability to effectively supervise and coordinate the activities of professional, technical, and clerical subordinates;
Ability to establish and maintain effective working relationships with co-workers, public and private organizations, and the general public;
Ability to successfully perform as a team leader;
Ability to communicate effectively, both orally and in writing;
Ability to maintain records and prepare reports.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
Graduation from an accredited college or university with a bachelor's degree in public administration, accounting, financial management, or a related field, including course work in quantitative analysis; PLUS
Five years of professional experience in budgeting, financial management, grant management, or contract management, two years of which must have been in a supervisory capacity.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

NECESSARY SPECIAL REQUIREMENTS:

None.

REVISED: September 21, 2000
ESTABLISHED: March 6, 1989